Marlboro Country Nights

DANCE SHOWDOWN

August 28, 1995

Mr. Wynn Jackson
Country Club Enterprizes
465 Chestnut Street
Nashville, TN 37203

Dear Wynn:

The kickoff to the Marlboro Country Nights Dance Showdown is quickly approaching and I wanted to alert you of a few concerns I have.

- Club Scheduling: The Midwest Region is will begin competition in two weeks and I was informed late last week that a group of clubs have changed their competition dates. All of these details should have been confirmed with the club weeks ago. We have a number of different activities (name generation, talent, publicity) that need to take place, and can not be scheduled without a firm contest schedule. As soon as the routing is confirmed, every club that we are working with should be informed of the evening chosen for their club via telephone. We should then follow-up that call with a letter. This will avoid a lot of the problems that we had with the Midwest Region. An occasional last minute change may be inevitable, but we need to have these dates cemented as early as possible.

- Communication: If changes are made, they need to be communicated to me first, and then to the rest of the team. Because so many of the program activities are dependent upon the competition schedule, these changes must be communicated as soon as possible via telephone and fax.

- Status Reports: I asked to receive a very brief weekly summary, and have received only one to date. I understand that other, urgent matters arise that need to be settled, but this weekly wrap-up should take no longer than 15 minutes to write.

I know that this is the beginning of the contest and things can get kind of crazy, but we need to correct these problems so that the remainder of the regions will run as smoothly as possible.

Sincerely,

Kathleen McGrath

Kathleen McGrath
Coordinator
Event Marketing

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J. Fontanez
B. Tabor

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